



Submittal Worksheet
ADMINISTRATIVE WIRELESS

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

Administrative Wireless Application: The Administrative Wireless Permit Application needs to be signed to certify the applicant is aware of procedures, timing and ownership requirements related to this permit type.

Fee: \$2,000

Documents: The following documents are required for a complete application:

1. Site plan (maximum scale of one (1) inch equals forty (40) feet) showing the location of the tower or antenna which includes:
 - a. The proposed height, type, dimensions, materials and color of the tower, or
 - b. The height of the existing structure and the proposed height, number color, and technical specifications of the antenna or expansion; and
 - c. The location of existing and proposed power, telephone and other utilities serving the site, and
 - d. The locations of existing and proposed exhaust ports or outlets, and
 - e. The location of adjacent roadways and existing or proposed means of access.
2. Dimensioned elevation drawings (maximum scale of one-eighth (1/8) inch equals one (1) foot) that include:
 - a. The existing and proposed tower or structure
 - b. The existing and proposed antennas
 - c. The existing and proposed equipment and ground units
3. A vicinity map of the area to be served by the tower or antenna.

Public Services Department

9002 Main Street East, Suite 300, Bonney Lake, WA 98391

(253) 447-4356

Page 1 of 2

ADMINISTRATIVE WIRELESS

4. A map showing the proposed facility location in relationship to other cell sites in the applicant's network.
5. An evaluation of existing buildings and/or structures taller than thirty (30) feet within one quarter mile radius of the proposed tower or antenna which from a location standpoint could provide part of a network transmission of signals.
6. A computerized accurate photo simulation of the proposed location of the Wireless Communication Facility as it would be seen from appropriate public locations and nearby residential properties.